

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Banking and Financial Institutions



Subject: Renewal of District of Columbia Mortgage Lender and/or Broker License

Dear Licensee:

Enclosed you will find the application and instructions for the renewal of your Mortgage Lender and/or Broker license for the upcoming year. A completed application will expedite the issuance of your license; therefore, it is important that you read the instructions carefully.

In order to continue to engage in mortgage lending and/or brokering activities in the District of Columbia, your business is required to file a renewal application and receive approval from the Department of Banking and Financial Institutions in a timely manner.

Your license must be renewed no later than the expiration date on your current license to avoid late payment penalties. Any renewal submitted after that date will be assessed the *late fee of \$200*.

If you have any questions regarding the application materials, the law, the licensing process, or any other matters related to mortgage lending and brokering in the District of Columbia, please do not hesitate to call our Safety and Soundness Division at (202) 727-1563.

Sincerely,

A handwritten signature in dark ink that reads "Albert L. Elder, III".

Albert L. Elder, III
Interim Commissioner

Enclosures



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS
Safety and Soundness – Non-Depository Division
1400 L Street, NW, Suite 400
Washington, DC 20005
PHONE: (202) 727-1563 • FAX: (202) 727-1290

**RENEWAL APPLICATION
FOR A MORTGAGE LENDER AND/OR BROKER LICENSE**

INSTRUCTIONS

An applicant applying for a renewal license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.), must complete and submit prior to the current license expiration date the following items:

1. Renewal Application for a Mortgage Lender and/or Broker License which includes the following attachments:

Attachment A: Clean Hands Act Certification form

Attachment B: Bond form submitted for appropriate amount:

- where the total volume of loans was \$1,000,000 or less, the required bond is \$12,500
- where the total was more than \$1,000,000 but not more than \$2,000,000, the required bond is \$17,500
- where the total was more than \$2,000,000 but not more than \$3,000,000, the required bond is \$25,000
- where the total was more than \$3,000,000, the required bond is \$50,000
- where four or more renewal application are filed at the same time, you may provide a blanket surety bond for all licensed offices in the amount of \$200,000. The bond should state each office location covered by the bond

Attachment C: General Information form

Attachment D: Signature and Oath of Applicants

Attachment E: Affidavit

Attachment F: Background Check Authorization form must be filled out for each of the following:

- Director
- Senior Officer – a person who is no more than three levels of management removed from the CEO of the applicant
- Partner
- Principal – a person who owns, directly or indirectly, 10% or more of the business

2. Current Activity Report for DC mortgage banking

3. Copy of your current DC license

4. Current **company credit report**
5. Current **company financial report**
6. **Certificate of Good Standing** from the District of Columbia (required for each corporation, limited liability company or limited partnership doing business in DC). For additional information, please call the Department of Consumer and Regulatory Affairs, Corporation Division, at (202) 442-4400, or visit the One-Stop Business Center located at 941 North Capitol Street, NE, Washington, DC 20002 on the 1st Floor, Room 1100
7. Check made payable to **DC Treasurer** in the appropriate amount as indicated below (*if the application is received after the current license expiration date, a late fee of \$200 is assessed*):

Term of License	Renewal Fee		
	Broker	Lender	Dual Authority
12-month license	\$900	\$1,000	\$1,200

The application, check, and associated paperwork must be mailed or hand delivered to:

**Department of Banking and Financial Institutions
Safety and Soundness – Non-Depository Division
1400 L Street, NW, Suite 400
Washington, DC 20005
Phone: (202) 727-1563
Fax: (202) 727-1290**

All documents filed, with the exception of personal financial report and biographical information forms, become part of the public record unless the applicant makes a written request for confidential treatment of a particular document or information. Final determination as to the confidentiality of such information rests with the Commissioner of the Department of Banking and Financial Institutions.

The Department of Banking and Financial Institutions will review the application and accompanying materials for completeness upon receipt. Investigation of the application may be delayed if the application is incomplete. Thus, full and complete answers should be given at the outset of the application process. Inquiries concerning the licensing, preparation, and/or filing of this application should be directed to the above address.

NOTE: TO REPORT WASTE, FRAUD OR ABUSE BY ANY GOVERNMENT OFFICE OR OFFICIAL, PLEASE CALL THE DISTRICT OF COLUMBIA INSPECTOR GENERAL AT 1-800-521-1639.



**RENEWAL APPLICATION
FOR A MORTGAGE LENDER AND/OR BROKER LICENSE**

District Of Columbia Mortgage Lender and Broker Act of 1996
DC Law 11-155; DC Official Code §§ 26-1100 et seq.

EACH LICENSE APPLIES TO ONE LOCATION OF BUSINESS

If applying for more than one business location, please make a copy of this application package

Indicate the Type Of License Applying For:

- ☐ mortgage **broker** license
☐ mortgage **lender** license
☐ mortgage **dual authority** license

OFFICE USE ONLY		
<i>License Number:</i>		
Date:	By:	Comments:

Answer All Questions. If not applicable, indicate with N/A.

1. Current license number: _____
2. Applicant's name (if an individual) or the legal name under which business is conducted:

3. Trade name (d/b/a): _____
4. Address of business to be licensed:

Street

City County State Zip Code
Telephone: _____ Fax: _____ E-mail: _____
5. Contact person in regard to application (*License will be mailed to this address unless otherwise specified*):

Name and Title

Street Address

City County State Zip Code
Telephone: _____ Fax: _____ E-mail: _____

6. Activity report:

(a) Aggregate total of District of Columbia mortgage loans made:

\$

\$

#

#

(b) Aggregate total of District of Columbia mortgage loans brokered:

\$

\$

#

#

(c) Aggregate total of District of Columbia mortgage loans serviced, not made:

\$

\$

#

#

“I hereby certify under penalty of perjury that the information contained herein is true and correct to the best of my knowledge, information and belief.”

Signature

Printed Name and Title

Date

Submit the renewal package and direct inquiries concerning licensing, preparation or filing of this application to:

Department of Banking and Financial Institutions
Safety and Soundness – Non-Depository Division
1400 L Street, NW, Suite 400
Washington, DC 20005
Phone: (202) 727-1563
Fax: (202) 727-1290



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS
Safety and Soundness – Non-Depository Division
1400 L Street, NW, Suite 400
Washington, DC 20005
TELEPHONE: (202) 727-1563

Bond No. _____

Amount \$ _____

B O N D

KNOW ALL MEN BY THESE PRESENTS, That

(Name of Applicant/Principal)

(Business Address of Applicant)

of the City of _____, County of _____, and State of _____

as principal, and _____
(Name of Surety)

of the City of _____, County of _____, and State of _____

as surety, are held and firmly bound unto the District of Columbia for the use and benefit of the District of Columbia and of any creditor or claimant against the principal or his agents in the principal sum of _____ Dollars (\$ _____), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

WHEREAS, the above named principal has applied to the District of Columbia Department of Banking and Financial Institutions for a license to engage in business under the District of Columbia Mortgage Lender and Broker Act of 1996, DC Law 11-155; DC Official Code §§ 26-1100 et seq. (“Act”).

NOW, THEREFORE, the condition of the foregoing obligation is such that if the principal obligor shall comply with the District of Columbia Mortgage Lender and Broker Act, all regulations duly promulgated thereunder, and all other laws applicable to the conduct of its

business, and shall pay any and all monies that may become due and owing any person due to the violation of any such laws and regulations by the principal through its own acts or the acts of any agent of the principal, then this obligation will be void, otherwise the same will remain in full force and effect.

This obligation is issued under and is governed by Section 4 (i) of the Act (DC Official Code § 26-1103(i)) and the obligations of the surety shall be those therein set forth. This bond becomes effective as of _____, 20____ in support of the license issued to Principal by the District of Columbia Department of Banking and Financial Institutions. This obligation may be continued by an appropriate renewal certificate in support of licenses issued for subsequent years. Pursuant to Section 4(i)(D) of the Act (DC Official Code § 26-1103(i)(D)), this bond may not be canceled by either the licensee or the corporate surety except upon notice to the Department of Banking and Financial Institutions by registered or certified mail with return receipt requested, the cancellation to be effective not less than 30 days after receipt by the Department of Banking and Financial Institutions of such notice and only with respect to any breach of condition occurring after the effective date of such cancellation.

WITNESS WHEREOF, the parties hereto have hereunto set our hands and affixed our seals this ____ day of _____, 20_____.

(SEAL)

Principal

By: _____

Title: _____

Surety

By: _____

Title: _____

(SEAL)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS

Clean Hands
Before Receiving a License or Permit Act of 1996 Certification Form
Sign and return this form with your Application

Please read this form carefully and completely before signing. Any false information provided requires that the Department of Banking and Financial Institutions proceed immediately to revoke the license for which you are now applying, and fine you one thousand dollars (\$1,000). This *Certification Form* is required to be completed and submitted with any application for licensure under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (DC Law 11-118; DC Official Code §§ 47-2861 et seq. (2001 ed.)).

I, _____, as _____
(name) (owner/partner/corporate officer)
certify that _____, trading as _____
(business name) (trade name)
_____ using business tax number _____, as of this date,
(business address)

does not owe more than one hundred dollars (\$100) to the District of Columbia government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administration Act of 1995, effective March 25, 1986 (DC Law 6-100; DC Official Code §§ 8-801 et seq. (2001 ed.));
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Official Code §§ 8-901 et seq. (2001 ed.));
3. Fines, penalties or interest assessed pursuant to the Department of Consumer and Regulatory Affairs Civil Infractions Act of 1985, effective October 5, 1986 (DC Law 6-42; DC Official Code §§ 2-1801.01 et seq. (2001 ed.)); or
4. Past due taxes.

I understand that if I knowingly provide false information on this *Certification Form*, the Department of Banking and Financial Institutions will move to revoke the license for which I am applying and fine me one thousand dollars (\$1,000). I further understand that the Department of Banking and Financial Institutions may conduct an investigation to ascertain the veracity of the information contained in this *Certification Form*.

I understand that this *Certification Form* is now required as part of my application for a license, and that by completing it, I am not guaranteed that my license will be approved.

Signature

Title

Date



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

General Information

Each applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this General Information form. **If the answer to any of the following questions is “YES,” circle the number and attach complete details.** “YOU” refers to any person included as a part of this application, including any business entity.

HAVE YOU EVER:	YES	NO
1. Been a defendant in any legal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
2. Been refused coverage under a fidelity or surety company, paid out any funds on your coverage, or canceled such coverage?	<input type="checkbox"/>	<input type="checkbox"/>
3. Had a license, permit, registration, or letter of approval – except a driver’s license – suspended, revoked, or restricted by any state or federal agency or by FNMA, GNMA, FMAC, VA, HUD, or FHA?	<input type="checkbox"/>	<input type="checkbox"/>
4. Been the subject of any order, judgment, decree, reprimand, or other sanction of a court of law or a regulatory agency?	<input type="checkbox"/>	<input type="checkbox"/>
5. Been convicted of, or pleaded guilty or NOLO CONTENDERE to, any felony or misdemeanor except minor traffic violations?	<input type="checkbox"/>	<input type="checkbox"/>
6. Been a principal or employee of any firm, corporation, partnership, or association which, while you were associated with it, was convicted of, or pleaded guilty or NOLO CONTENDERE to, any felony or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
7. Been a principal or officer in any firm, corporation, partnership, or association which has failed in business, made a compromise with creditors, filed a bankruptcy petition, or been declared bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>
8. Been the subject of any judgments or liens which remained unsatisfied for six months or more?	<input type="checkbox"/>	<input type="checkbox"/>
9. Been associated in any endeavor related directly to business or financial activities with any person who was subject to regulatory sanctions by a state or federal agency at the time you were associated with them?	<input type="checkbox"/>	<input type="checkbox"/>



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

General Information

10. Been the subject of any proceedings resulting in disciplinary action or found to have violated or to have aided, abetted, counseled, commanded, induced or procured the violation of any law, rule, or regulation of any agency responsible for regulating financial institutions or lenders in any jurisdiction? ☐ ☐
11. Been convicted of or received probation before judgment for any drug offense committed after January 1, 1991? ☐ ☐
12. Is any owner, officer, director, partner, or person holding more than a ten (10) percent interest in the business affiliated with any licensee regulated by the District of Columbia Department of Banking and Financial Institutions? ☐ ☐

“I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.”

Signature of Applicant

Date

Printed Name

Title



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Signature and Oath of Applicants

Each applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this Signature and Oath of Applicants form.

“I HEREBY SWEAR AND AFFIRM THAT THE INFORMATION CONTAINED HEREIN AND ATTACHMENTS HERETO ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHER, THE PROVISIONS OF THE DISTRICT OF COLUMBIA MORTGAGE LENDER AND BROKER ACT OF 1996 DC LAW 11-155; DC OFFICIAL CODE §§ 26-1101 ET SEQ. HAVE BEEN REVIEWED BY THE PRINCIPALS OF THE APPLICANT AS LISTED HEREIN AND ALL EMPLOYEES OF THE APPLICANT WILL BE MADE AWARE OF SUCH LAWS AND REGULATIONS AND CHANGES ENACTED HEREAFTER. IT IS THE PURPOSE OF THIS APPLICATION TO PERMIT THE DISTRICT OF COLUMBIA DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS, ITS OFFICIALS, AND EXAMINERS TO GRANT A LICENSE TO ENGAGE IN THE BUSINESS OR BUSINESSES INDICATED HEREIN. ANY FALSE STATEMENT OR OMISSION OF MATERIAL INFORMATION IN CONNECTION WITH THIS APPLICATION SHALL BE PUNISHABLE AS PROVIDED BY LAW.”

Name of Corporate Applicant: _____

By: _____
Authorized Corporate Official

Title

(CORPORATE SEAL)

Attest: _____

Signatures of Individuals or Partners
of Unincorporated Applicant:



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Signature and Oath of Applicants

All individual signatures and corporate signatures without the corporate seal require notarization:

State of _____)
_____) ss.
City/County of _____)

On the _____ day of _____, 20 _____, before me, a notary public in and for said
County, personally appeared: _____

known to me to be the person(s) named in, and who executed the foregoing application and made
oath that the statements and representations set forth therein are true to the best of his/her/their
knowledge and belief.

(NOTARY SEAL)

Notary Public

My Commission Expires _____



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Affidavit

Each applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this Affidavit.

THE UNDERSIGNED HEREBY CERTIFIES OR AGREES TO THE FOLLOWING:

1. To the correctness, completeness, and accuracy of the information as submitted in the Renewal Application and any attachments or supplements thereto.
2. To comply with all the rules and regulations issued and promulgated by the Commissioner of the District of Columbia Department of Banking and Financial Institutions.
3. That the applicant is of good moral character and has sufficient financial responsibility, business experience, and general fitness to:
 - a) Engage in business as a mortgage lender or broker as defined under the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.);
 - b) To conduct its business lawfully, honestly, fairly, and efficiently; and
 - c) Command the confidence of the public.
4. To authorize the Commissioner of the District of Columbia Department of Banking and Financial Institutions to conduct any investigation into the background of the applicant for the purpose of issuing the subject license.
5. To promptly submit any additional information which may be required for the consideration of this application.
6. To notify the Commissioner of the District of Columbia Department of Banking and Financial Institutions of any changes in the information contained in this application, and to obtain written permission in advance for any change of address.
7. That the person(s) signing this Affidavit and Renewal Application, along with the Attachments, is authorized to sign this Affidavit and the Renewal Application, including Attachments, and bind the business entity submitting the Renewal Application and Attachments.



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Affidavit

This request for information is continuing in nature; therefore, the individual providing the answers must retain a copy of this completed form. Should, at any time, new or different information, than that provided to the Commissioner, come to the attention of the person executing the affidavit below, he or she is required to inform the Commissioner of that change in writing as soon as possible.

“I, _____, STATE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION SET FORTH IN THIS APPLICATION, TOGETHER WITH INFORMATION PROVIDED IN REQUIRED ATTACHMENTS HERETO, IS TRUE, CORRECT, AND COMPLETE.”

Name

Title

Signature

State of _____)
City/County of _____) ss.

Personally appeared before me _____
who is being duly sworn according to law, deposes and says that the statements contained in the
above application are true and correct.

Sworn and subscribed before me this _____ day of _____, 20 _____ .

(NOTARY SEAL)

Notary Public

My Commission Expires _____



RENEWAL APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Background Check Authorization

Each director, senior officer, partner, and principal of the applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this Background Check Authorization form.

TO WHOM IT MAY CONCERN:

I hereby authorize and request that all local, municipal, city, county, state and federal law enforcement authorities or courts furnish such information regarding criminal records, investigations, background, or other information of whatever kind and nature, whether known to me or otherwise, to the District of Columbia Department of Banking and Financial Institutions. It is understood that the District of Columbia Department of Banking and Financial Institutions shall be under no obligation to disclose such information to me or any other person and may accept such information under such conditions concerning confidentiality and disclosure as the person providing such information shall require.

A copy of this authorization shall be accepted with the same force and validity as the original.

Signature

Print Full Name and Title

Street Address

City, State, Zip Code

Social Security Number

Date of Birth

Date

Witness